



TEAM



Education Welfare Services

September 2023

Dear Parent/Carer

I am writing to you at the start of this school year, to introduce myself. My name is Nicci Wayne and I am the Educational Welfare Officer supporting families at St Peter's Primary School. I will be continuing to closely monitor student attendance to identify any issues that may be affecting regular school attendance and I will be working collaboratively with families to address these challenges.

As they begin this new year, it is imperative that your child has regular attendance, the minimum attendance target for all pupils is **96%** for the 2023/2024 academic year. We are tackling attendance and punctuality with the highest priority because we believe success at school can only be achieved with good attendance and positive learning habits.

We understand that some illness is unavoidable and that family circumstances may affect a child's overall attendance at particular periods. However, it is a matter of real concern if this leads to lengthy, sporadic, or irregular absences. Research shows that academic progress is significantly disrupted when attendance is poor.

Ways to support the improvement of attendance and punctuality

- A good bedtime routine
- No screens before bedtime
- Have uniforms and bags packed the night before
- Use an alarm clock rather than a phone
- Use a travel app to help plan journey times

Attendance is measured in both the morning and afternoon sessions for each school day, and we may ask you to provide medical evidence **if we are concerned about the level of attendance.**

Ways to evidence illness:

- a letter from your doctor, hospital, or an appointment card
- a screenshot of an online medical call or incoming phone call from your GP/111
- a screen shot of a temperature check – with your child's name visible on the thermometer
- a copy of your child's prescription

Please be mindful that arriving after registration has closed significantly affects your child's record of attendance as it is classed as an unauthorised absence. If it becomes a regular occurrence, it can potentially lead to a fixed penalty notice referral.

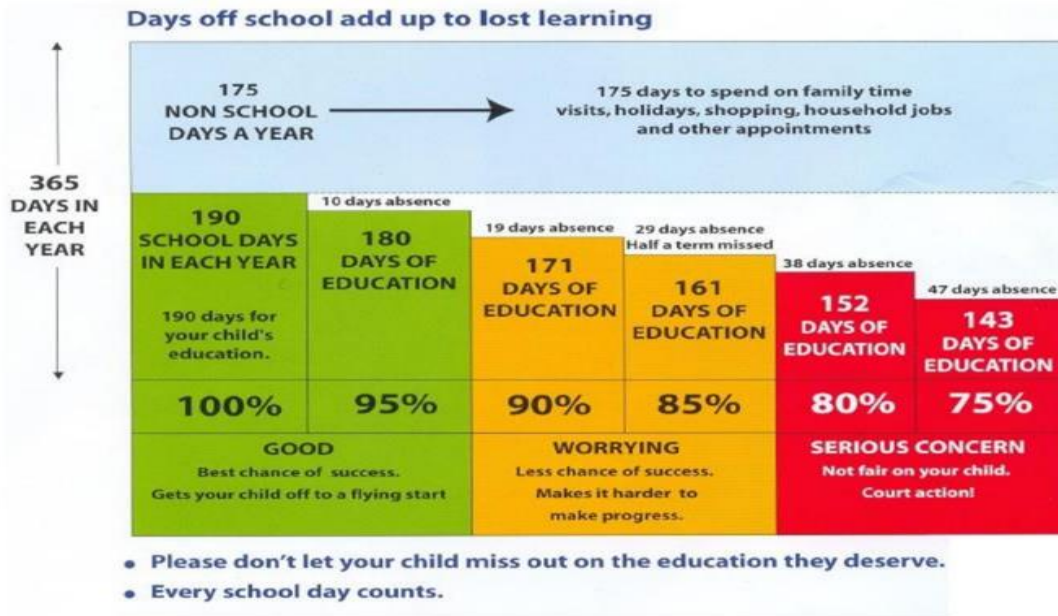
Please find below a diagram that shows the impact low attendance has on your child's education and life chances.



TEAM



Education Welfare Services



We all want our children to be the very best of individuals, utilising every moment of valuable learning time is so important and of course it is a legal requirement to ensure regular attendance and that if you fail to do so you may commit an offence - Education Act 1996.

Yours sincerely,

N. Wayne

Mrs Nicci Wayne
Education Welfare Officer
 nwayne@teamewo.com
 Tel No 07460 529891